

Customized Catalogs/Web Sites

CycleConnect will easily accommodate customers with customized catalogs/Web sites. Individual customer profiles (address, e-mail, and contact information) will be set up and maintained by a GECITS team dedicated to the State Store contract in order to provide State Store customers with the best service possible.

We understand the State is not planning to order on-line immediately, and suggest that all users be initially set up as “information only” type users. When appropriate, GECITS will work with the State to modify this arrangement and allow for on-line ordering by authorized individuals.

To illustrate the concept above, the State may choose to have their primary catalog accessible by all authorized users, strictly for information and quoting, while allowing individual agencies to define a customized client “subset” catalog Web site for their use. Figure C3-31 illustrates a customized Web site for the California Franchise Tax Board (FTB). FTB staff will be able to reach this site via the Products and Pricing link from the State Store portal. The customized FTB site will then link to the FTB’s customized CycleConnect catalog.

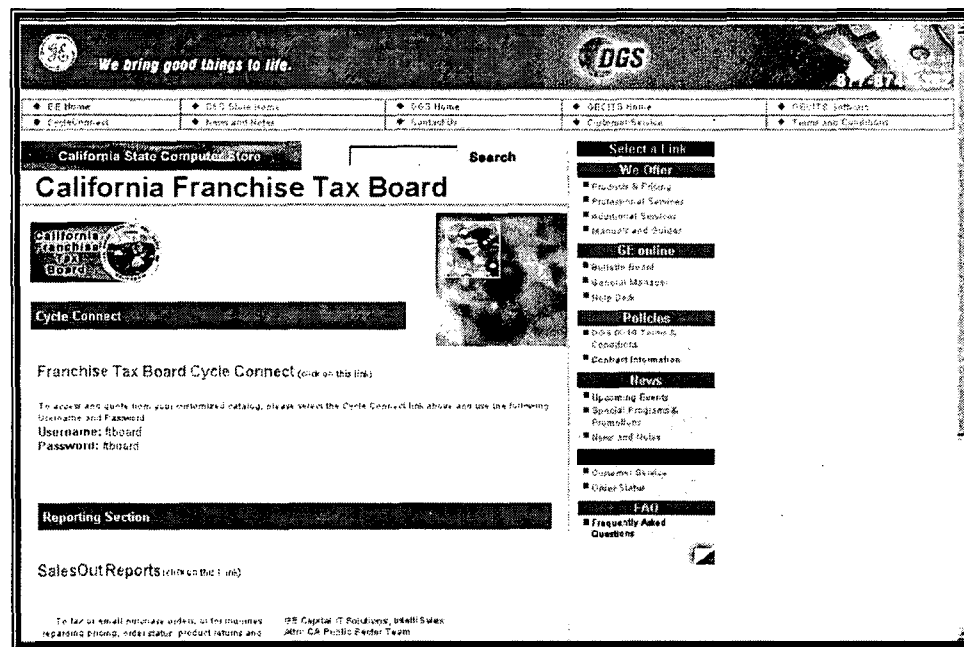


Figure C3-31. Customized Web Site/Portal



A subset catalog could exclude all but certain manufacturers' products, which would encourage the agency's users to conform to its technology standards. Agencies may choose to use both the primary State of California catalog, and a subset catalog.

To further enhance an agency's customized client catalog/Web site, which would incorporate all the features of the primary State of California catalog/Web site, the agency may wish to include pre-defined configurations, or bundles, as part of their product catalog. For instance, a bundle could include a laptop and personal printer, with options for a separate monitor, keyboard, and mouse. The agency can choose to organize these by individual departments, by platform, by job function, and/or most any other criteria. The workstation bundle for a developer would look quite different from a traveling executive's notebook configuration. The benefits are clear for any agency intending to standardize on particular technologies.

As previously mentioned, numerous reporting capabilities exist within CycleConnect. GECITS will work with the State and the agencies to define reports and authorities for obtaining information pertaining to customized Web sites/catalogs.



Electronic Bulletin Board/Forum

The GECITS State Store Electronic Bulletin Board/Forum will integrate standard functionality, making it intuitive and very easy to use. Figure C3-32 again illustrates the State of California (SOC) Bulletin Board/Forum.

Figure C3-32 shows the first message created pertaining to a specific subject, the name of the individual who created the first message, the date the message was created, and the number of replies to the message (threads). By selecting a subject, a user can view all of the responses to that subject and also send a response. Everything is hyper-linked for exceptional ease of use.

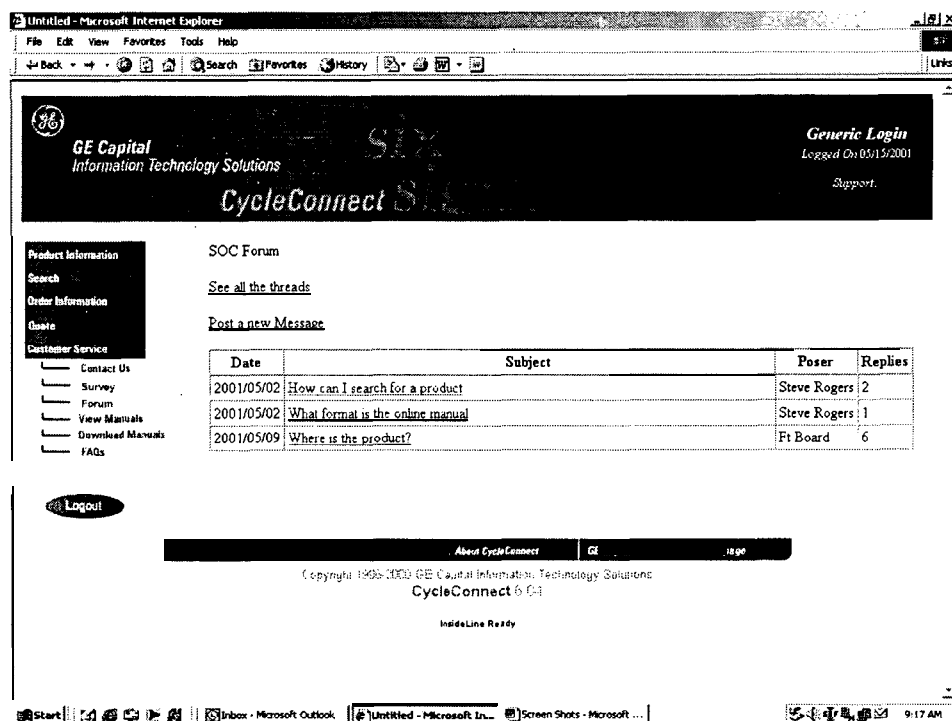


Figure C3-32. State of California Electronic Bulletin Board/Forum

Schematics of System Screens

We provided the relevant CycleConnect screens, in the previous subsections, as part of our narrative description of the proposed system.

Ease of Use

GECITS' proposed system/solution will be extremely easy to use.

The portal will offer multiple links in order to access specific information. These context-sensitive links provide ease of use, as they will appear on each portal page.

CycleConnect, our proposed electronic product, pricing catalog, and order tracking/status system is a feature-rich, Web-based application that features an easy-to-use graphical user interface. CycleConnect is so easy to use, that it requires no actual training. As shown in the previous section, users can easily navigate through the system. Pertinent information is consolidated on system screens, and users have the ability to search the database in a variety of formats. In addition, CycleConnect is compatible with both the Windows and Macintosh platforms. CycleConnect will also provide product descriptions that are both efficient and user friendly.

To assist users with CycleConnect, we will provide a CycleConnect User Guide, which will be available to view or download on-line. In addition, the CycleConnect Customer Service Screen will provide the following to support ease of use:

- ❑ Contact Us – by clicking on this link, user will obtain information that will allow them to call or e-mail our CycleConnect development team, our sales team, or provide general feedback/suggestions regarding CycleConnect.
- ✍ Survey – by clicking on this link, users will be able to complete a survey form to let us know how we are doing, and in turn, so we can identify any necessary improvements.
- ❑ Forum – by clicking on this link, users will be able to access the GECITS State Store Electronic Bulletin Board/Forum. This forum will integrate standard functionality, making it intuitive and easy to use.
- ❑ View Manuals - by clicking on this link, users will be able to view the CycleConnect User Guide.
- ✍ Download Manuals - by clicking on this link, users will be able to download the CycleConnect User Guide.
- ❑ Frequently Asked Questions – by clicking on this link, users will be able to access the CycleConnect Frequently Asked Questions page.



The State will see, first-hand, how easy CycleConnect is to use upon accessing and demonstrating the system. We provide instructions for accessing/demonstrating CycleConnect in the following section.

Electronic Access/Demonstration of the System and its Capabilities

The CycleConnect demonstration site has a limited product catalog, with sample data for order tracking. The site is a live demonstration site, but not an actual California State Computer Store account.

To access the new California State computer Store Portal, users should open a Web browser and enter the following URL: <http://www.gepcdirect.com/dgs>. From the portal, users will have two options for logging into CycleConnect: 1) by clicking on the CycleConnect link, which will take the user to the Products & Pricing page, or; 2) by clicking on the directly on the Products & Pricing link to go to the Products & Pricing page. Once the user is at the Products & Pricing page, he/she will click on the State of California CycleConnect link. This will take the user to a CycleConnect login screen, where they will enter the following:

- Username: socgeneric
- Password: socgeneric

For purposes of the demonstration, we have opted to require a generic username and password to enter the CycleConnect application.

The user will now be able to test the functionality of CycleConnect.

To access the customized Franchise Tax Board Web site/catalog, starting from the State Store portal, users should select the Products & Pricing link. Then, under the heading, "Customized Web Site Products and Pricing," the user should select the California Franchise Tax Board Customized Web Site link. At this point, the customized Web site should be visible. From the customized Web site, the user should click on the Franchise Tax Board CycleConnect link. This will take the user to a CycleConnect login screen, where they will enter the following:

- Username: ftboard
- Password: ftboard



For purposes of the demonstration, we have opted to require a generic username and password to enter the FTB Customized Catalog (CycleConnect).

The user will now be able to test the functionality of the FTB Customized Catalog.

To access the Electronic Bulletin Board/Forum, starting from the portal, under the heading, "GE Online," the user should select the Bulletin Board link. This will take the user to the Products & Pricing page. Once the user is at the Products & Pricing page, he/she will click on the State of California CycleConnect link. This will take the user to a CycleConnect login screen, where they will enter the following:

- ☐ Username: socgeneric
- ☐ Password: socgeneric

Again, for purposes of the demonstration, we have opted to require a generic user-name and password to enter the CycleConnect application.

At the CycleConnect Main Menu, the user should select the Customer Service link. From the Customer Service link, the user should then select the Forum link. The user will then be able to test the functionality of the Electronic Bulletin Board.

The demonstration sites described above are available as functional models, and will not accept actual order placement. At the State's convenience, GECITS will be glad to present a live demonstration to further illustrate CycleConnect's extensive capabilities.

GE Software

Over the years, software licensing has become of increasing importance to our customers, including our State Store customers. Tools to assist in the management of software licensing have become a critical need. The GE Software Web site will support software licensing, and provide users access to brochureware pertaining to all of our software vendors and their specific licensing programs.



Figure C3-33 illustrates the GE Software entry page.

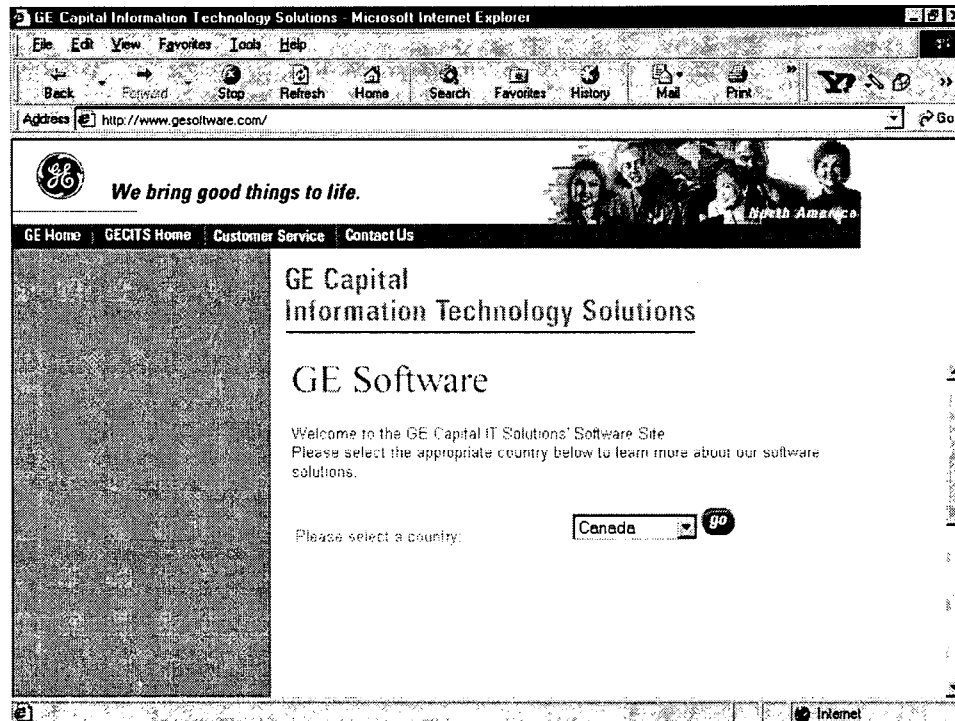


Figure C3-33. GE Software Entry Page

Figure C3-34 illustrates the GE Software home page for U.S. users. Following Figure C3-34, we provide information pertaining to the Web site. This site was made available to our customers on May 17, 2001. As such, some of the offerings are not yet available.

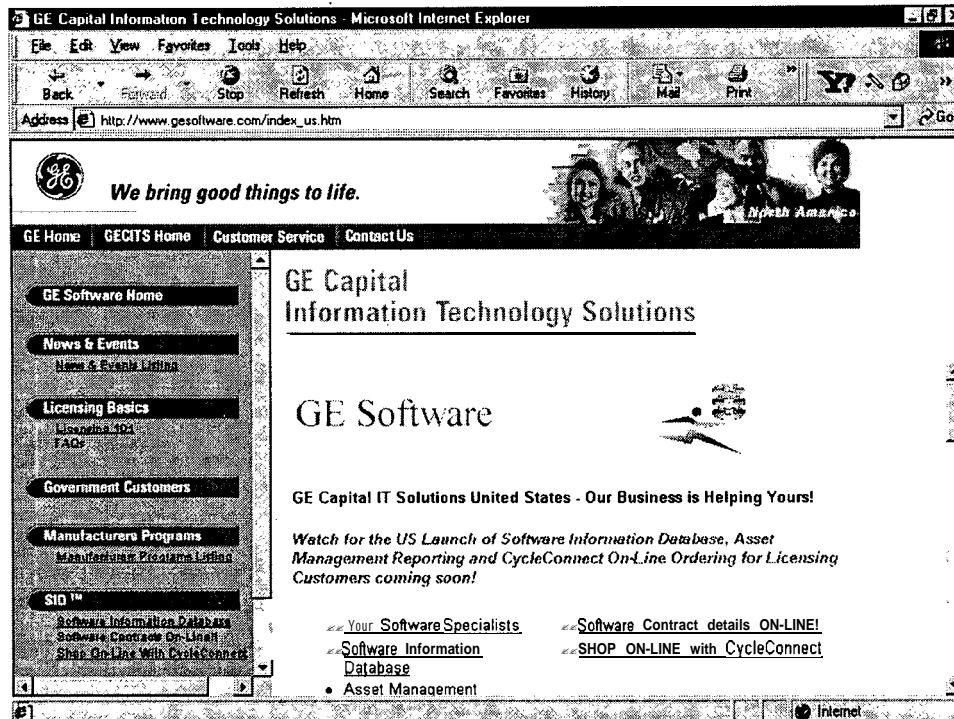


Figure C3-34. GE Software Home Page (U.S.)

Software volume licensing programs are a cost-effective method for our valued customers to acquire software. GECITS has a team of Software Specialists with an in-depth knowledge of all the major license programs. We help to eliminate the complexity of the various programs and compliance requirements.

Some of the GE Software Web site offerings that will be coming soon include the following:

- ✍ Software Information Database- The successful implementation of a volume software license program depends on timely communication to and throughout an organization. It is important that key individuals who are involved in the software acquisition and compliance process are aware of what agreements are in place and know how best to leverage them. Through our Software Information Database, we offer customers a secured view into their current Software Contract details, including Asset Management reporting at their fingertips.
- ❑ Software Contract details ON-LINE- GECITS takes the mystery out of a customer's contract details by providing them with the ability to view their contracts on-line. This fully secured database keeps track of all contract details and milestones including; contract enrolment locations, new contract dates, expiration dates, compliance check points, and a customer's key GECITS contacts.
- ❑ Asset Management Reporting – If a customer needs their purchasing history detail, we can deliver. We can make a customer's historical purchasing details available to them on-line, right from their desktop, whenever they are needed. In addition, customers can customize their results. For example, they can choose from any of the query capable attributes including manufacturer, manufacturer part number, program, or even their own P.O. number.

Currently, the GE Software Web site provides the following functionality:

- a A toll-free 800 number for questions and software orders
- ❑ A link to a Chat Room staffed by a GE software representative
- ❑ A link to a Frequently Asked Questions page
- ✍ The capability to request reports on licensing and prior purchases



Summary

GECITS is committed to providing a world class, on-line e-commerce solution to the State of California. GECITS will provide the State, and the State Store customers, with a new portal that will provide access to CycleConnect, our real-time electronic product and pricing catalog and electronic order tracking/status system. CycleConnect will meet and/or exceed all of the relevant RFP requirements. The portal will also provide access to information pertaining to our State Store services, as well as to other GECITS and GE services.

CycleConnect will provide product descriptions that are both efficient and user friendly. Although they appear as one field on screen, CycleConnect has two fields that combine to make up a complete, single product description field. The first field is 32 characters in length. The second field has the capacity for a virtually unlimited number of characters.

CycleConnect will provide user assistance in a number of ways. First, it incorporates a viewable and downloadable user guide. It also provides phone numbers and e-mail links to both sales staff and the CycleConnect development team to assist with any questions or concerns that may arise. In addition, a relevant Frequently Asked Questions (FAQ) page is available and constantly updated to reflect all questions and concerns to date.

CycleConnect will easily accommodate customers with customized catalogs/Web sites. Individual customer profiles (address, e-mail, and contact information) will be set up and maintained by a GECITS team dedicated to the State Store contract in order to provide State Store customers with the best service possible.

CycleConnect will include a GECITS State Store Electronic Bulletin Board/Forum that will integrate standard functionality.

The GE Software Web site will support software licensing, and provide users access to brochureware pertaining to all of our software vendors and their specific licensing programs.

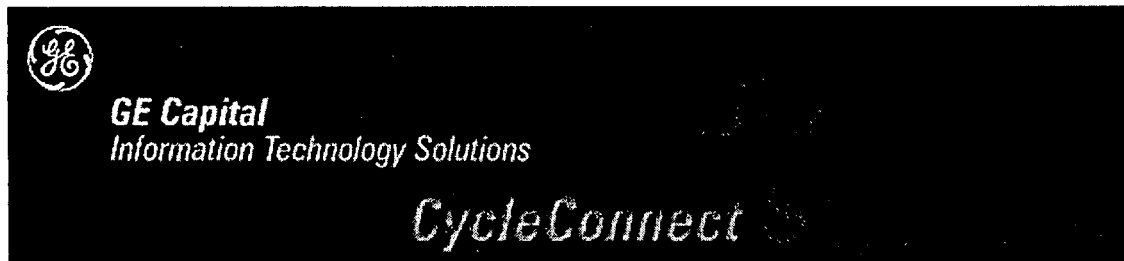
GECITS' entire system/solution, including CycleConnect itself, as well as the new portal, and the Electronic Bulletin Board, will be a welcome addition to the State Store contract as they will all be extremely easy to use.



CycleConnect

USER GUIDE VERSION 6.04

Getting Started



CycleConnect is a tool that allows you to access GECITS' pricing and availability, to create customized quotations and to order online. By providing these capabilities in one easy to use application, CycleConnect streamlines the technology procurement process.

System Requirements

In order to use CycleConnect effectively, you must have:

- Access to the Internet
- A web browser
 - 3 Netscape Communicator 4.0 or higher recommended.
 - Microsoft Internet Explorer 4.0 or higher recommended

Logging in to CycleConnect

- In your web browser's address/netsite URL box, enter GE's CycleConnect URL.
- The login screen will prompt you for a user ID and password. Use the username and password provided for you

CycleConnect

User ID

Password

Login

Please note that some users do not have all privileges and therefore cannot access some of the features described in this manual. To gain access to these features please contact your Sales Representative.

Logging Out

Be sure to log out when you have finished using CycleConnect. Logging out ensures that others will not be able to access your CycleConnect account. To log out at anytime during your session, click on the **Logout** button. Once you log out, you will get a personalized thank you note for using CycleConnect.

Main Menu

Once you have successfully logged into **CycleConnect**, you will receive a personalized welcome message and your last login date. You will also get an **email** alert advising if you have any quotes that will expire within the next five calendar days. The following navigational menu is available from the main menu:

Product Information

Search for products and request an on-line quotation from the catalog of products GECITS offers.

Standards

View, select and purchase products that have been identified as your organizations “standards” or “preferred” products.

Order Information

Find out about an order you have submitted. You can get this information about backorders, search by PO number, query order status and track your order through fulfillment.

Quote

Add products to your quote using standards or the product search function. You can save and retrieve your quote at a later date, print a copy of your quote, place the order or use a simple **workflow** process for approvals.

Customer Service

Find help for CycleConnect.

Using Product *Information*

This section describes the basic features of **Product Information**. **Product Information** allows you to search for products, request on-line quotations and order on-line. The following topics are presented in this section:

- **Find Product**
- **My Catalog**
- **Product Status**

Using *Find Product*

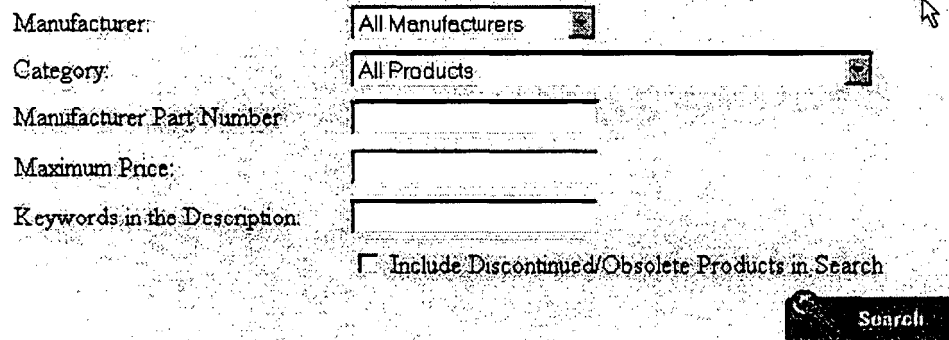
The CycleConnect **Find Product** feature allows you to search the GECITS product catalog. Search results are accompanied by pricing information, product code descriptions and stock availability.

Accessing *the* find Product Screens

You can access the **Find Product** function from the **Product Information** item located on the main menu.

Once you have selected the **Find Product** function you will see the following dialogue box in which to specify your search criteria:

Find Product



Manufacturer: All Manufacturers

Category: All Products

Manufacturer Part Number:

Maximum Price:

Keywords in the Description:

☐ Include Discontinued/Obsolete Products in Search

Search

Manufacturer:

Select the manufacturer from a drop-down list of the top available manufacturers listed with GE. If the manufacturer you are looking for is not listed, you can simply select “All Manufacturers” from within the drop-down list or specify the manufacturer in the Key Words in the Description field.

Category:

Indicates the type of product for which you are searching (e.g. Monitors). If you are unsure of the category of products you are searching for, select “All Products” from the drop down option.

GE or Manufacturer Part Number:

You may enter the GE part number as one of your search criteria. If you do not know the part number you can leave this field blank. This field is not case sensitive. **Please Note: You can change the GE Part Number to Manufacturer Part number by using the drop-down option.**

Hint – if you know the partial GE or Manufacturer part number, use asterisk as wildcard search.

Maximum Price:

You may specify a maximum price for products you are searching for. For example, if you enter “500”, CycleConnect will return only products priced at five hundred dollars or less.

Key Words in the Description:

This field allows you to refine your search in the description field.

For example, to retrieve information on 15” monitors do the following:

- Select the appropriate manufacturer from the Manufacturers drop down list. OR
- Select “monitors” in the Category drop down list.
- Include the keyword 15 in the Key Words in the Description field.
- Click on the Search button.
- **Note:** Spaces between words act as a wildcard.

Include Discontinued/Obsolete Products in Search:

You can search for discontinued or obsolete products by selecting this option in the dialogue box. **Please Note:** Only discontinued or obsolete products with available inventory will be shown.

Search Results

The results of the product search will be displayed. It will also display the total number of products found for your search and displays maximum of 15 items per page. You can choose the products by selecting the corresponding boxes.

If your search yields results that are displayed on more than one page, you can go to the next page by clicking on the Next arrow shown below.



If you want to go back to the previous page, simply click on the Previous arrow shown below.



Using My Catalog

The CycleConnect “My Catalog” feature allows you to search for individual types of products in your organization’s catalog. To do product search, use the same procedure as “Find Product”, see page number 3.

Product Status

The CycleConnect **Product Status** feature displays pricing, availability and ETA information for queried products.
*It also displays detail Product Technical Specification Sheet. (If available.)

Accessing the Product Status Screen

You can access the **Product Status** function from the **Product Information** button located on the main menu.

Once you have selected the **Product Status** function, you will see this dialogue box.

Product Status

Enter the GE product code:
(or multiple codes separated by commas)



Enter the GE Product Code, which you are querying and click, on the **Search** button. You may use commas between products to search for more than one product. Your results will then be displayed on the same screen. Your results indicate the availability of the product and the expected arrival date if the product is backordered.

Product Status

G.E. Product Code:
CQ113364-001

COMPAQ ARMADA E700 PII 400MHZ 128MB 14.0GB DVD CD 14.1" NT4.0

COMPAQ
ARMADA

\$2,231.⁰⁰ CDN
Your Price



Price Last Updated	Mfr to GE Average Delivery	Status
09/25/2000	2	Discontinued

Availability

Warehouse	Quantity	Type
Toronto	0	New

The **Mfr to GE Average Delivery** field indicates the average time (in days) required to ship the product from the manufacturer to the GE Warehouse.

Note: You can add this product to your quote from the **Product Status** results page simply by clicking the **Add to Quote** button.

*(Only for U.S. Users)

Using Standards

Standards in CycleConnect are products that your organization purchases on a regular basis. These standards have been chosen by your IT purchasers as the preferred products of your organization.

Accessing Standards

You can access Standards by clicking on the **Standards** button.

Select a category of product from the available list by clicking on the hyperlink.

Desktops

Laptops

Printers

Servers

Software

Accessories

Click on the group of standard items available for the category to see more detail of the standard. Click on Next or Previous buttons to navigate between pages.

Laptops



[E500 W/O DOCKING STATION #1](#)

[E500 W/ DOCKING STATION #2](#)

[E500 LAPTOP OPTIONS](#)

Now click on the hyperlink to see the available bundles. Each bundle will have a brief description.

Laptops

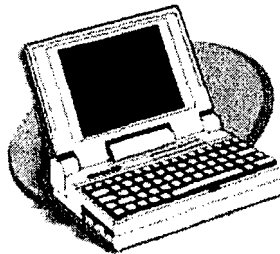
[E500 W/ DOCKING STATION #2](#)

ARMADA E500 PIII600/64/12/24X/NT	ARMADA E500 PIII 600 MHZ. 64MB.12.0GB. 24XCD. 14.1. NT4.0/WIN 2000 REMOVAL OF ONE 64 MB MEMORY MODULE.	\$3,930. ⁰⁰ CDN
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Clicking on the hyperlinked bundle name will take you to a screen showing the core products of your bundle. In some cases you may have optional products available for you to add to your bundle.

View Standards

Laptops Armada



Base Price

\$3,930.00 CDN

Your Extra Options

\$0.00 CDN

Configuration Charges

\$0.00 CDN

Total Cost

\$3,930.00 CDN

Recalculate

Add to Quote

Core Products Included

QTY	Manufacturer	Description	GE SKU	Status	Available	Unit Price	Total Price
2	COMPAQ	128MB MEMORY MODULE	CO400313- B21	Stocked Product	1	\$291.00 CDN	\$582.00 CDN
1	COMPAQ	E500 PIII 600MHZ 64MB 12.0GB 24x CD 14.1" NT4	CO161607- 008	Stocked Product	42	\$3,348.00 CDN	\$3,348.00 CDN

Optional Products (Click to View)

Click on the **Optional Products** hyperlink at the bottom of the page to view the additional optional products. If you choose to add one of the optional products to your bundle, select the box on the left of the product, specify a quantity and click the **'Recalculate'** button to view the new price. Then, click on **'Add to Quote'** to include in your quote.

Once you have added the optional products to the bundle, you will see the quote screen. You have the ability to view the detailed line level information for optional bundle product by clicking on the **'Click to see selected Optional Products'** from the quote section.

Quote

1 item in Quotation

\$4,652.00 CDN total

Add Product

Add Standard

Add SKU

Recalculate

Products

Description	Quantity	Unit Price	Extended Price	Delete?
Armada E500 PIII 600 NT Modify Configuration	1	\$4,652.00 CDN	\$4,652.00 CDN	

[Click to see selected Optional Products](#)

Add Billing Information

Empty Quote

Recalculate

The optional product displays the quote-level bundle.

Quote

1 item in Quotation

\$4,652.⁰⁰ CDN *total*

Add Product

Add Standard

Add SKU

Recalculate

Products

Description	Quantity	Unit Price	Extended Price	Delete?
Armada E500 PIII 600 NT Modify Configuration	1	\$4,652. ⁰⁰ CDN	\$4,652. ⁰⁰ CDN	

▼ selected Optional Products

Quantity	Description	GE SKU	Status	Available	Unit Price	Total Price
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Standard Accessories

Quantity	Description	GE SKU	Status	Available	Unit Price	Total Price
1	ARMADA CONVENIENCE BASE EM (INTEL NIC)	CQ120971-001	Stocked Product	119	\$385. ⁰⁰ CDN	\$385. ⁰⁰ CDN

Monitors

Quantity	Description	GE SKU	Status	Available	Unit Price	Total Price
1	S710 17" COLOUR MONITOR	CQ152991-001	Stocked Product	3259	\$337. ⁰⁰ CDN	\$337. ⁰⁰ CDN

You may modify configuration by clicking on 'Modify Configuration'.

After changes were made, click on 'Return To Quote' to bring that standard item with those new optional items to the quote.

Using Quofe Management

CycleConnect offers a Quote Management feature that allows you to accumulate products and standards to place in a single order or to save the quote and retrieve it at a later date. Saved quotes will have a unique system generated number, a customer specific identifier, the date of creation and the user id. Once your quote is saved, you will get a notification by email with a quote number, description and expiry date. You always have the option to make changes or even delete your quote. You will be alerted 5 days before your quote expiry date.

Adding Items to a Quote

To add an item to a quote, look for the **Add to Quote** button. There are three simple ways to add an item to a quote:

1. You can search for a product or group of products, using **Find Product** or **MyCatalog**. Next, select the items you wish to add, and press the **Add to Quote** button.
2. The second method to add a product, is to use **Product Status**. If you know the GE product code, enter it in Product Status. Once the status of the product is displayed, you can then click **Add to Quote** to add this product.
3. Finally, you can add a standard to a quote. Select the standard from the **Standards** and configure it. Press the **Add to Quote** button.

Viewing Items in the Quote

To view items in the quote, select the Quote menu item.

You can change the quantity of any product or standard in the quote to be ordered. Modify the quantity for each product, and then press the **Recalculate** button to update the pricing information.

You can remove items from a quote, by pressing the **Remove** button next to each item. You can also modify the configuration of a standard by clicking on **Modify** Configuration.

Once you have created the quote, you can either proceed to place an order or save the quote. If you decide to save the quote, you can retrieve it before the expiry date and edit the quote before placing an order.

Quote Summary Page

On quote-summary page, you will see the following items:

Save Quote Information

Here, you can enter your own Quote Description and Customer Specific Identifier. Quote number will be a System Generated Number.

Information

The Billing and Shipping addresses that you have entered or selected will be displayed on this screen. If you have entered or selected incorrect addresses, you may go back to the previous screen using back button on the navigational toolbars. Once you have corrected the address, click on the **Proceed to Summary** button.

Freight

***You** need to select the freight option from the drop down menu and click on 'update price' to view the total cost

***(Only U.S. Users)**

Quoted Products

Here you will find the information for the product you have selected. It shows the quantity, product code, manufacturer code, product description, unit price, extended price, availability, and average delivery days. There is also a data field where you can enter your personal comment which you can save for future reference. When you retrieve your quote, these comments will be displayed under the particular selected product.

Other comments section

You can view the comments you have entered for the shipping comments, invoice comments, configuration comments, configuration desired, partial shipment if necessary and required date.

Saving the Quote

To save the quote, follow these steps:

1. Add products or standards to your quote.
2. Change the quantity.
3. Add Billing information. To do this, press the **Add Billing Information** button. You will be presented with a screen in which you can fill out your shipping and billing information. All items in red are required before continuing with your order.
4. Click **Proceed to summary**. The summary page displays the information you have provided, plus all the products and the standards you have ordered. Note that Standards are broken up into their respective core and optional product.
5. Enter the **Quote Number Description** and the **Customer Specific Identifier**.
6. *Select the **Freight** from the drop down menu and click **Update Price**.
7. If you are satisfied with the summary, you can save the quote by clicking **Save the Quote** button located at bottom of the screen.

CycleConnect will alert you at this point that your quote has been saved successfully and assign you a system generated quote number. Please note that you would also receive an email stating that your quote has been saved along with the expiration date.

*(Only U.S. Users)

Retrieving the Quote

To retrieve your quote, follow these steps:


1. Select **Retrieve Quote** and click the button.
2. Once you click, you will see the following dialogue box in which to specify your search criteria.

Created Between: (eg. date: 10/18/2000)

Quote Number:

CycleConnect Username:

Customer. Specific Identifier:

	and	
		

Created Between:

You may type the date or leave it blank.

Note – You may enter, for example, October, 18,2000 or 10/18/2000.

Quote Number:

If you know the quote number, you may enter the number.

CycleConnect Username:

Select the username from a drop-down list.

Customer Specific Identifier:

You may enter the customer specific identifier or leave the data field blank.

3. Click on the Search button.
4. Once you have clicked search, you can access the saved quote table which will indicate quote number, description, creation date, expiry date, **CycleConnect** username and last modified date.
5. Click on the quote number to view the Quote Summary page. On Quote Summary page, you can edit the quote by clicking **Edit My Quote**. Once you are satisfied, you can either place an order or save again.

Sending for Approval

When you create your quote, you can send your quote for approval by clicking **Send for Approval** button located at **bottom** of the screen. You will receive an **email** at your **email** address for your quote summary in an HTML format, which you can forward to the appropriate department for approval. Once your quote is approved, you can place your order through CycleConnect.



Please Note: You can send your quote for approval only **after** you save the quote. Therefore, create your quote, save your quote, retrieve your quote and then send for approval.

On the same quote page, you are given the option for the following:



You can place order by clicking on this button.



You can save quote by clicking on this button.



You can save quote plus place order by clicking on this button.



You can download your quote to your favorite spreadsheet by clicking on this button.



You can edit your quote by clicking on this button. Please remember that you can only edit a saved quote.



You can send your quote for approval by clicking on this button, Please remember you need to save a quote first and then retrieve to send for approval.



You can print your quote summary by clicking on this button. GE CycleConnect Quotation will be displayed on your screen. Then, follow the printing option.

Please note: If you want your quote printed on one page, follow the steps given below:

➤ **Netscape**

1. Edit tab at top
2. Preferences
3. Click on 'fonts'
4. Change the 'variable width font' to size 10 or lower
5. Change the 'fixed width font' to size 8 or lower
6. Click OK

➤ **Internet Explorer**

1. **Go** to view
2. Text size
3. Change font size to either 'smaller' or 'smallest'.

Placing **an** Order

To place an order, follow these steps:

1. Add products or standards to your quote.
2. Change the quantity of your products or standards as needed.
3. Add Billing information. To do this, press the **Add Billing Information** button. You will be presented with a screen in which you can fill out your shipping and billing information. All items in red are required before continuing with your order.
4. Click **Proceed to Summary**. The summary page displays the information you have provided, plus all the products and standards you have ordered. Note that Standards are broken up into their respective core and optional products.
5. Enter the **Quote Number Description** and the Customer **Specific Identifier**.
6. *Select the **Freight** from the drop down menu and click **Update Price**.

7. If you are satisfied with the summary, you can place the order by clicking the **Place Order** button located at the bottom of the screen.
8. CycleConnect will alert you that your order has been submitted and you will also receive a thank you note for placing an order through CycleConnect. In addition, you will receive an automated confirmation of your order contents, billing and shipping information, and your GE order number, via **email**. If you do not receive an order acknowledgement **email** within (4) hours, please contact your sales team by clicking the **Sales Rep** button at the bottom of your screen.

*(Only U.S. Users.)

Note: Not all users have privileges to place orders through CycleConnect. Contact your Sales Representative for more information.

Using' Order Inform ation

This section describes the basic features of **Order Information**. The following topics are presented in this section:

- **Open Orders**
- **Search by PO**
- **Order Detail**
- **Work In Progress**

Open Orders

The CycleConnect **Open Orders** feature allows you to view your open orders currently placed with GECITS.

Accessing the Open Orders Screen

You can access the **Open Orders** Screen by clicking on the **Order Information** button, and then selecting **Open Orders**.


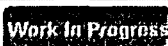
Click **Search** to retrieve order information.

Open Order Results

Once you have entered your Open Order criteria, results will be displayed. A header will appear indicating the Order Type and Number.

By clicking on **Order Number** you can view a detailed outline of the products ordered as well as some billing and shipping information.

Order D35155						
Account	P.O. Number	Total Price	Date Entered	Date Required	Status	Ship Contact
1140164	40084-365	\$3,462.00 CDN	08/18/2000	08/25/2000	Hold	LARRY DUDGEON

Searching by PO

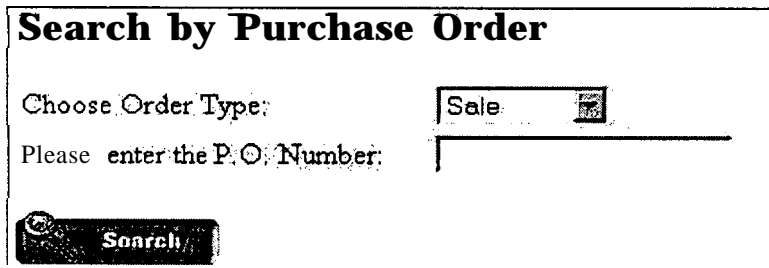
CycleConnect's **Search By PO** feature allows you to search for past and present orders by entering a purchase order number.

Accessing the Search by PO Screen

The **Search by PO** screen can be accessed by clicking on the **Order Information** button in the main menu and then selecting **Search by PO**.

Specifying Search by PO Criteria

In the PO box provided enter either the beginning of the PO or the entire PO.



Click **Search** to retrieve the information.

Search by PO Results

A header will appear indicating Order Type and number of orders that share the same PO criteria entered.

You may retrieve product and pricing information for the specific order by clicking on the **Order Derails** button. You may check the order's progress through the Warehouse by clicking on the **Work In Progress** button.

Order Detail

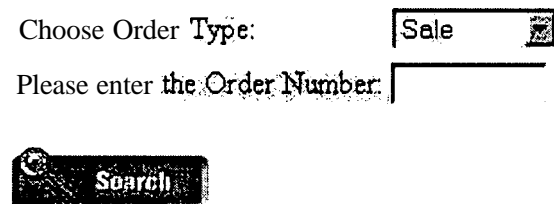
The CycleConnect **Order Detail** feature offers a detailed breakdown of products and pricing information for specific orders.

Accessing the Order Detail Screen

The **Order Detail** Screen can be accessed by clicking the **Order Information** button in the main menu and then selecting **Order Detail**. Alternatively you may access this screen by clicking on any button entitled "**Order Details**".

Specifying Order Detail Criteria

In the Order Number box provided, enter the six digit order number.



Click on the **Search** button.